

## **BUDGET OFFICER**

**DEFINITION:** Under general direction, performs work of considerable difficulty; heads a major program component of the Office of Management and Budget with extensive budget policy development and implementation responsibilities; provides complex technical administrative budget service for the Navajo Nation; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Exercises delegated managerial authority setting in place a long work plan in the development, formulation and execution of the budget of the Navajo Nation; assures implementation of budget policies and goals and objectives of the Office of the President and Vice-President and legislated budget policies are adhered to; deals significantly with officials of high rank within the Executive and Legislative Branches.

Assists Executive Director in advising the President, standing committees, division/department directors and program managers in all matters affecting budget planning, preparation, implementation and monitoring; prepares policies, procedures, rules and regulations to govern development, review and adoption of the annual budget; reviews and analyzes proposed appropriations, budget reallocations, budget transfers, and provides the related technical assistance to the Navajo Nation Council, standing committees, branches and divisions.

Analyzes and prepares schedules and summaries on budget proposals for presentation to management and legislators; participates in complex organizational and procedural analyses having an impact on tribal and fiscal resources; performs special projects which include serving as departmental coordinator of related committees and task forces; interprets and implements new budgeting standards; answers inquiries, resolves complaints, and advises organizational units on budget policies and procedures.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of general governmental budgeting and financial administration principles and practices including automated financial systems.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to budgeting, accounting, purchasing, grants, and risk management.

Knowledge of methods and practices of public finance, budgeting and accounting.

Knowledge of supervisory methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in analyzing financial systems, procedures, and controls.

Skill in applying judgment in the release of confidential information.

Skill in managing and supervising others.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Finance, Accounting, Business Administration, or closely related field; and seven (7) years of progressive responsible administrative, management, and supervisory experience, involving the control and management of public resources or funds; or an

THE NAVAJO NATION

Class Code: 1680  
Financial Management and Control Series  
Budget Analysis Group  
Overtime Code: Exempt  
Pay Grade: 68

**BUDGET OFFICER**

equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.